



SUPPLEMENTAL INFORMATION REQUIRED TO REVISE PROPERTY RECORD CARDS

1. UTILITY INFORMATION

Provide a letter from Columbia Gas (460-2222) and American Electric Power (836-2570) indicating the number of gas and/or electricity metering devices at the property and the dates that each metering device was installed.

2. COUNTY RECORDS

- **Provide Record Card.** Provide the current County Property Record Card and the most recent card prior to your ownership of the property. If you had any business or family relationship with the person/entity the property was purchased from, provide the Property Record Card from prior to your earliest interest in the property.
- **Assessment List.** Provide a copy of the County Assessment List for the property.

County Property Cards and the Assessment List are available from the Identification/Valuation Section (462-3917), Auditor's Office, 20th floor, 373 South High Street, Columbus, Ohio 43215. Historic Property Record Cards may need to be requested from the County in writing.

3. CITY DIRECTORY

- Provide copies of the address listings of the property from the City Directory (Haines or Polk Directory) for as far back as the records go with the current use in question.
- Show when property became current use in question. Label each page as to the year it represents.
- If you had any business or family relationship with the person/entity the property was purchased from, provide City Directory records for three (3) years prior to your earliest interest in the property. Information can be obtained from the Columbus Metropolitan Library at 96 South Grant Avenue, 3rd floor, Reference Section (645-2800).

4. PURCHASE CONTRACT

Provide a copy of your purchase contract from when you purchased the property.

5. APPRAISAL

If an appraisal was done in conjunction with the purchase of the property, provide a complete copy of the appraisal.

6. MULTIPLE LISTING

If the property was listed by a Realtor, provide a copy of the multiple listing advertisement.